

## **SHOALWATER BAY INDIAN TRIBE JOB DESCRIPTION**

**Job Title:** Community Education Manager  
**Department:** Education  
**Reports To:** Education Director  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 5/10  
**Approved By:** Education Director  
**Approved Date:** 5/17/10

**SUMMARY:** The Community Education Manager will be actively involved in community education initiatives, with a central focus on the Summer Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Organize culture-related educational activities in cooperation with the Cultural Director, particularly the Summer Program (in a liaison capacity between Education and Culture).
- Organize and assist members of the community—such as tribal elders, talented and knowledgeable members, and other presenters—in handing down and integrating their experience, talents, and knowledge into the education program for the benefit of the wider Shoalwater Bay Community.
- Assist in the implementation of the “healthy beliefs and clear standards in the community” project. This program is focused on increasing the understanding and importance of Shoalwater Bay culture, traditions, and heritage.
- Summer Program Supervision.
- Assist Education Director and Culture Director in the creation of language materials and teaching of Shoalwater Bay language and culture.
- Work with children in the After School Program in areas of culture and language.
- Ensure that program materials and supplies are organized and maintained at all times.
- Maintain a healthy and safe environment for Summer program participants.
- Organize and implement trips, games, and educational activities.
- Engage the community and summer program participants in scheduled activities, computer room and gym activities when assigned.
- Assist in planned weekend activities and other duties related to community involvement and education.

**SUPERVISORY REQUIREMENTS:** This position will actively supervise Summer program participants.

**COMPETENCIES:**

**Behavior** – Respectful, courteous, and friendly to all. A team player that helps the Program meet its objectives. Takes initiative. Effective communications. Positively represents the Tribe, maintaining the trust of the Shoalwater Bay community. Demonstrates honesty and ethical behavior. Must be committed to an alcohol/drug-free and violence free lifestyle. Must be able to effectively communicate with various age groups.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions.

**Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit.

**QUALIFICATIONS:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); and five years related experience and/or training; or equivalent combination of education and experience. Knowledge and cultural experience are essential prerequisites for this position.

**CERTIFICATIONS:** Current First Aid card with current Cardiopulmonary Resuscitation (CPR) or ability to obtain such within three months of hire.

**LANGUAGE SKILLS:** Ability to read, write, and comprehend instructions, correspondence, and memos. Ability to effectively present information.

**MATHEMATICAL SKILLS:** Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.